



Annual School Approval Report
PRIVATE SCHOOL
2017-2018

DOE Use
Only

PRIVATE SCHOOLS SEEKING BASIC SCHOOL APPROVAL IN ACCORDANCE WITH TITLE 20-A M.R.S.A. SECTIONS 2901-2906 AND SECTIONS 2951-2955 AND OTHER APPLICABLE REQUIREMENTS MUST SUPPLY THE INFORMATION REQUESTED IN THIS ANNUAL APPLICATION.

Person Completing Form: _____ Phone: _____

PART I: GENERAL INFORMATION

1. Name of School _____ Phone: _____

2. Location _____
(Street/Route) (Town/City) (Zip)

3. Mailing Address _____
(P. O. Box/Street/Route) (Town/City) (Zip)

4. Primary Contact(s): Email: _____ FAX: _____

5. Name of head of school for school year 2017-18 _____

6. Type of School: (check as many as apply)

- a. Elementary _____
b. Middle School _____
c. High School _____
d. Middle/High School _____
e. Elementary/Secondary Combined _____

- f. Sectarian _____
g. Non-Sectarian _____
h. Boarding _____
i. Semester School _____

j. **Receiving public tuition students** - must be nonsectarian, be incorporated under the laws of the State of Maine or of the United States, and be in compliance with the tuition charges, contracts and other aspects of schooling privileges arranged between a private school and school administrative unit as well as reporting and auditing requirements contained in Title 20-A M.R.S.A. Sections 2951-2955. _____

k. **Receiving 60% or more publicly funded students** - must comply with j above and administer the State assessment to all publicly funded students in their third year of high school as well as grades 3-8 if applicable. Title 20-A M.R.S.A. Section 6209. _____

7. Grade span(s) _____

8. Total enrollment as of April 1, 2017 _____

CERTIFICATE

I certify that the written statements herein are complete, true, and correct, and that I am authorized to represent the school submitting this report.

(Date)

(Signature of Head Administrator)

**RETURN ELECTRONICALLY WITH ALL
DOCUMENTATION ATTACHED TO:**

School Approval Consultant

SchoolQuestions.DOE@maine.gov

OR

**RETURN ORIGINAL AND ACCOMPANYING
DOCUMENTATION TO:**

Maine Department of Education

23 State House Station

Augusta, ME 04333-0023

DUE NO LATER THAN August 1, 2017

PRIVATE SCHOOL ANNUAL REPORT

DIRECTIONS: This form is required of each school as an annual report on the school's operation and educational program. A response to all indicators is required and must be supplied for a valid report, unless otherwise indicated. Failure to demonstrate applicable school approval standards can lead to the revocation of school approval status.

PART II: LEGAL STATUS/ORGANIZATION

1. Name of the person(s) or organization(s) which serve(s) as the legal owner(s) of the school

2. Is the school nonsectarian?

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>
3. Does the school have tax exempt status?

<input type="checkbox"/>	<input type="checkbox"/>
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4. Is the school or its legal owner(s) incorporated in the State of Maine?

<input type="checkbox"/>	<input type="checkbox"/>
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5. **Please attach a copy of the State of Maine incorporation document.** If the school is not incorporated, name the person(s) with policy-making authority concerning the school:

PART III: HEALTH AND SAFETY REQUIREMENTS

1. BUILDING STANDARDS
Please submit documentation for the items a, b or c, & d and items e, f, and g, if applicable

YES	NO
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 - a. The State Fire Marshal or your local municipal fire department approved your school facilities within the last five years (**submit documentation with the date of last inspection**);

<input type="checkbox"/>	<input type="checkbox"/>
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 - b. Your school is heated with a boiler/pressure vessel system (**if YES, submit annual boiler inspection letter and skip subpart c – if NO, subpart c is required**);

<input type="checkbox"/>	<input type="checkbox"/>
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 - c. Each room used for instructional purposes has sufficient air changes and air temperatures to produce healthful conditions (**submit annual HVAC system inspection documentation**);

<input type="checkbox"/>	<input type="checkbox"/>
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 - d. The school has a comprehensive All Hazards Emergency Management Plan including bomb threat policies and protocols which are clearly understood by faculty, staff, students and parents (**submit a copy of the current plan**);

<input type="checkbox"/>	<input type="checkbox"/>
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 - e. If your school has been inspected in the last year by other officials under state or municipal health, safety, building code or similar ordinances or regulations, include the reason for this being done;

<input type="checkbox"/>	<input type="checkbox"/>
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 - f. Does your school include a kitchen for preparation of meals?
IF YES, please **submit documentation** that the kitchen has been approved by the Department of Health and Human Services for compliance with applicable regulations **within the last twelve months** (Maine Department of Health and Human Services Regulation 200);

<input type="checkbox"/>	<input type="checkbox"/>
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 - g. Does your school obtain water from a private source?
IF YES, please **submit documentation** that the water has been tested and found acceptable by the Department of Health and Human Services within the last twelve months.

<input type="checkbox"/>	<input type="checkbox"/>
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2. OTHER HEALTH RELATED REQUIREMENTS
Please submit documentation for the following items (a) through (d):

YES	NO
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 - a. The school requires that all students are immunized against the common childhood diseases in accordance with Title 20-A M.R.S.A. Sections 6352-6359;

<input type="checkbox"/>	<input type="checkbox"/>
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 - b. School health services and the services of a school nurse and school health advisor are available;

<input type="checkbox"/>	<input type="checkbox"/>
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- | | YES | NO |
|--|--------------------------|--------------------------|
| c. Student medications are administered in accordance with Title 20-A M.R.S.A. Section 254, [5] and Maine Department of Education Regulation Chapter 40; | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Health screening is conducted in accordance with Title 20-A M.R.S.A. Sections 6451-6454 and Maine Department of Education Regulation Chapter 45. | <input type="checkbox"/> | <input type="checkbox"/> |

If the school is accredited by the New England Association of Schools and Colleges, go to Section IV, 2c to continue. If not, continue with Part IV, 1:

PART IV: INSTRUCTIONAL TIME/CURRICULUM

1. INSTRUCTIONAL TIME

- | | YES | NO |
|--|--------------------------|--------------------------|
| a. The school calendar provides for at least 175 days of instructional days during 2017-18. | <input type="checkbox"/> | <input type="checkbox"/> |
| Attach the adopted school calendar for 2017-2018, stating the number of instructional days, indicating in-service days, holidays, and the graduation date for seniors (if appropriate). | | |
| b. The school provides at least 25 hours per week of instruction to each student. | <input type="checkbox"/> | <input type="checkbox"/> |
| c. The school provides a Monday-Friday week of instruction to each student.
(IF NO, Please explain) | <input type="checkbox"/> | <input type="checkbox"/> |

2. CURRICULUM

- a. **Elementary – The school provides a sequential course of studies for all students as specified in Title 20-A, Section 2902 and Sections 4701, 4706 and 4711, and Maine Regulation, Chapter 132 as follows:**

- | | YES | NO |
|---|--------------------------|--------------------------|
| 1. English language arts | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Social studies, including instruction in American history, Maine studies and Maine Native American History | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Science and technology | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Mathematics | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Health education and physical education | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Visual and performing arts | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. World languages | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Career and educational development | <input type="checkbox"/> | <input type="checkbox"/> |

- b. **Secondary – The school provides instruction as specified in Title 20-A M.R.S.A. Section 2902 and Sections 4701, 4706, 4722, 4723, and 4724, and Chapter 127 as follows:**

- | | YES | NO |
|--|--------------------------|--------------------------|
| 1. Four years of English | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Two years of social studies and history, including American history and government and instruction in Maine studies and Maine Native American History (if not already provided in grades 7-8) | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Two years of science (including at least one year of laboratory study) and technology. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Two years of mathematics | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. One year of fine arts (which may include art, music, forensics or drama) | <input type="checkbox"/> | <input type="checkbox"/> |

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c. **FOR PRIVATE SCHOOLS WITH 60% PUBLICALLY FUNDED STUDENTS:**

- A Until December 31, 2019, the school provides a course of separate or integrated study aligned with the *Maine Learning Results* for all students, which includes Title 20-A M.R.S.A. Section 2902, [3] and [4] and Sections 4701, 4704 and 4706, and supports all students in meeting the diploma requirements stated in Title 20-A M.R.S.A. Sections 4722-4724, and 4726 as follows:**

YES	NO

1. Four years of English
2. Two years of social studies and history, including American history and government and instruction in Maine studies and Maine Native American History (if not already provided in grades 7-8)
3. Two years of science (including at least one year of laboratory study) and technology
4. Two years of mathematics
5. One year of fine arts (which may include art, music, forensics or drama), including visual/performing arts
6. One-half year of health and one year of physical education
7. World languages

- B Beginning January 1, 2020, a diploma indicating graduation from a secondary school must be based on student demonstration of proficiency as described in Title 20-A M.R.S.A, Section 4722-A.**

YES	NO

- C All Publically funded students take the State assessments for English Language Arts and Mathematics in each grade from 3 - 8, and in their third year of high school.**

YES	NO

All Publically funded students take the State assessments for Science in grades 5, 8, and in their third year of high school. (Title 20-A M.R.S.A Section 6202, and 6209 [1-A]).

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PART V: RECORDS/RECORD KEEPING/NOTES

1. The school maintains a daily written attendance record for each student.
2. The school files a certificate of attendance showing the enrollment of students with the superintendent of each student's school unit of residence within two weeks of the start of the school year.
3. The school notifies the superintendent of schools of the student's school unit of residence when a student withdraws from the school, is expelled or is habitually truant from school.
4. Student records are stored in fire proof files or duplicated and stored in a different building.
5. Student academic reports are sent to parents at least quarterly.
6. Records on the immunization of each student are kept as part of the permanent student records (Title 20-A M.R.S.A. Section 2902 [1]).
7. Student records are forwarded immediately to other approved schools when a student transfers (Title 20-A M.R.S.A. Section 2902 [8]).
8. In the event the school closes, the school will make arrangements to transfer all student records to the superintendent of schools in the administrative unit of residence.
9. Parents (or guardians) have access upon request to student records concerning their minor child(ren).

YES	NO

10. Parents are made aware of their rights according to the Family Educational Rights and Privacy Act (FERPA).

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PART VI: SCHOOL STAFF

YES NO

1. All teachers are appropriately certified for their teaching assignments (Title 20-A MRSA Section 2902, [5}). Criminal History Record Check (CHRC) is required for all staff working with students.

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***Please complete the NEO education information system Maine Schools and Staff modules prior to submitting this report. For more information please visit**

<http://www.maine.gov/doe/schoolapproval/privateschoolapproval/index.html>

2. The NEO Staff Information System is completed/updated for each teacher each school year as required.

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PART VII: MISCELLANEOUS INFORMATION AND UPDATE

1. If there has been a significant change since submission of the last annual report in any of the following, please describe the changes on an attached sheet: a) Programs of study, including testing and evaluation procedures, curriculum changes, course changes, graduation requirements, educational goals; b) physical facilities; c) professional staff.
2. **Please submit the school's policy regarding the use of physical restraint and seclusion**, including a procedure by which parents may submit a complaint regarding the use of physical restraint or seclusion on their child, based upon which the covered entity shall investigate the circumstances surrounding the incident complained of, make written findings and, where appropriate, determine to take corrective action (MDOE Chapter 33, Section 4).
3. **Please submit a protocol for the Management of Students with Life-threatening Allergies**, Title 20-A M.R.S.A. Section 6305.
4. **Please submit a policy for the Management of Concussive and Other Head Injuries** that is consistent with the model policy developed by the commissioner, Title 20-A M.R.S.A. Section 254 (public schools and each private school enrolling more than 60% of its students at public expense).

YES NO

5. The school is accredited by the NEASC.

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If YES, please indicate the accreditation dates _____ to _____. Once received, a copy of the NEASC Accreditation Report must be submitted to the Maine Department of Education, electronically if available.

PLEASE DO NOT WRITE BELOW THIS LINE - FOR MDOE USE ONLY

This is a complete and acceptable report and the school is granted a renewal of basic school approval for the period commencing September 1, 2017 and ending August 31, 2018.

(Date)

(School Approval Specialist)